

## Self and Peer Assessment Form

One of the advantages of working as a group is that you can all benefit from each other's strengths. The purpose of this exercise is to give recognition to the varied contributions that individuals make to the group. The tutor will use the completed form as a *guide* to distribute marks between team members. If very large differences occur in the perception of the contribution of particular individuals, the tutor may ask the group to discuss and to reach an agreement.

Below is a list of some examples of processes which you will most likely be involved in completing the project. Depending on the nature of your project, you may modify this list by adding/deleting some processes, if everyone in the group agrees. This is best done at the beginning when you have devised a work plan.

### Examples of project processes *(Please note that the list is only indicative)*

- 1 Ideas and suggestions
- 2 Leadership, group organisation and support, minute taking
- 3 Questionnaire design
- 4 Data collection/analysis
- 5 Report writing and editing

Using the Self and Peer Assessment Form, **independently** assess the relative contribution of each team member, including **yourself**. You should take into consideration **quality and effectiveness** of the contribution as well as **amount of effort spent**. Consider an individual's contribution in terms of the following scale:

Grade

- 9-10** The individual who earns this evaluation has consistently contributed. He or she has demonstrated an understanding of the material, a willingness to work consistently to achieve a high-quality output, to help others, and to be flexible in scheduling. Essentially, this assessment indicates that the individual has done more than his or her "fair share" and has shown initiative and interest throughout the term.
- 7- 8** An individual who earns this evaluation has contributed in an average way. Performance was generally good but perhaps was inconsistent. This individual did the tasks that were assigned to him or her but rarely took initiative. Inconsistent attendance at meetings or lack of preparation at times slowed progress or other similar tendencies at times diminished a generally solid contribution. This individual usually contributed his or her fair share.
- 5-6** This evaluation indicates that the individual performed below reasonable expectations. Whether it was quality of work, attendance at meetings, preparation, interest in the project, initiative, understanding of the material, or meeting deadlines, this individual performed at the level below what one would normally expect. Essentially, the group would have been better off without the contributions of this person.
- 1-4** This range indicates that the individual made insignificant contributions, if any, to the project and was essentially dead weight. This individual made a minimal effort to get involved and basically depended on others, though he or she may have contributed at some point during the semester.

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**Project Title:**

**Candidate Number:**

- 1 List the candidate numbers in the table below (*including yourself*).
- 2 For each member in your group, ***including yourself***, evaluate the quality of contribution throughout the project (You should use the evaluation criteria above to assign a numeric evaluation)
- 3 Sum the number of points allocated to each member in the group.

Name and candidate number (including yourself)	Project Processes					Total
	1	2	3	4	5	
1						
2						
3						
4						
5						

Evaluating a peer is a difficult thing to do whether it is in a class or on the job. However, for a team project like the one in this course to work and for the workload to be fairly distributed, everyone needs to contribute. A student who has contributed significantly should be recognised with an assessment that reflects that contribution. Likewise, a student who did not meet expectations should not benefit from the work of others.

### Comments

Use this space if you wish to draw to the attention of the tutor any particular points about the way your group operated.

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